

# Tips and Tricks: Create Templates for Your Wiki Pages


Maybe you're an educator looking to set up a project for each student in your class and you would like each student to follow a similar format as they present their research. Or you're a manager who would like your employees to fill out weekly expense reports on the wiki. Instead of formatting pages for each person or occasion, you can save time by using our page template tool.

To create a page template, go to "Manage Wiki" and "Templates." There's an option to either create a template from a blank page or from a page you have already built. You can edit your template further as you would any other wiki page. Once you save the page, your template will be created. You can edit it later by returning to "Manage Wiki" and "Templates."

To create a new page from a template, click on "New Page." Choose a name for your page and the template you would like to start from. Then all you have to do is click "Create" and you have your newly templated page.

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## Existing Templates

Name	Date Edited	Edited By	Actions
<a href="#">Template A</a>	just now	 <a href="#">sarahcove</a>	<a href="#">edit</a> · <a href="#">delete</a> · <a href="#">make default</a>

## Create a Template

Template Name

Create From

Create Template